



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **SENIOR LEGAL TYPIST**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
OFFICE OF THE DIRECTOR, LEGAL UNIT  
SAN FRANCISCO**

**Position: Senior Legal Typist**

**Salary: \$2589 - \$3516**

**Location: 455 Golden Gate Avenue, San Francisco, CA 94102**

**Duties:** Under the general supervision of the Legal Support Supervisor I, the Senior Legal Typist will independently and effectively work for two or more attorneys and will perform the following duties: Use Microsoft word to transcribe from dictated material or handwritten work, a wide variety of legal correspondence, petitions, briefs, answers, writs, subpoenas, motions, depositions, orders, promissory notes, compromise and release agreements, trust deeds, bill analyses, and memoranda, making necessary changes or corrections; update attorneys' workers compensation case files in EAMS and paper files; maintain and print attorney calendars; keep records and prepare monthly statistical report relating to attorneys' work assignments; make attorneys' travel arrangements; set up depositions, administrative hearings, and telephone conferences; answer and screen telephone calls, take messages by e-mail or refer to appropriate attorney; answer questions from WCAB judges, attorneys, applicants, Claims Unit examiners, etc. Perform other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a State application (Form STD 678) to:

Department of Industrial Relations  
Personnel/Admin  
P.O. Box 420603  
San Francisco, CA 94142-0603  
**Attention: Vickie Goodwin**  
(415) 703-4385 - CALNET 593-4385

Applications accepted until **December 4, 2008**, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

11/20/08